



Mineral County Library

Phased Reopening Plan

GOALS

- Safety of staff and public will be focus
- Library services to phase in with safety as primary focus
- Critical services to be phased in first
- Assist at-risk populations
- Implement safety measures to protect staff and public
- Promote library's online services
- Remain flexible to move ahead or step back

PHASE ONE (Closed to public beginning: March 16, 2020 - TBD)

LIBRARY SERVICES:

- Staff available from 9 – 5 Monday – Friday (Closed Saturday) to answer questions from the public including:
 - Plans for reopening (based on updates from Mineral County Commissioners and Emergency Management team)
 - How-to's for all digital services to be accessed online
 - General reference questions
- Post signage on front door regarding:
 - 24/7 wi-fi
 - Digital services
 - Phone number for UPS & Fedex deliveries (direct to back staff door)
- Preparation for online Summer Reading Program (SRP)
- Promote virtual programming:
 - OverDrive: Libby app for eBooks, audiobooks, and magazines
 - Kanopy: streaming movies
 - Databases including Mango Languages, Tumblr Books, etc.
 - Online guided drawing videos on Facebook page (<https://www.facebook.com/MineralCountyLibrary>)
 - Sign patrons up for online SRP with Beanstack app
- As a Nevada Census Ambassador, continue weekly Facebook posts to

remind public to complete the 2020 Census

- Book drop remains open (safety measures followed for handling)

SAFETY MEASURES:

- Handling of book drop materials:
 - Request patrons not use book drop (some will still use)
 - Unload book drop once a day
 - Staff wears gloves to collect from book drop
 - Spray top of contents upon opening box
 - While outside in fresh air, set items loosely on cart, return to library interior and cart is to remain untouched for 72 hours
 - After 72 hours, check items in and shelve
- Preparation of interior spaces
 - Remove necessary public computers. Only 1 computer per table
 - Remove chairs (other than computer stations) to discourage loitering
 - Place caution tape around front desk area to offices to keep public a safe distance from staff
- Staff is encouraged to wash hands many times
- Staff is to wear masks when in the room with another staff member
- 6 feet social distancing is to be observed at all times

PHASE TWO (Limited public access; possible June 8 start)

Step 1

LIBRARY SERVICES:

- Library will remain closed to general public
- Following services provided by appointment only (1 patron or 1 family):
 1. Public computers (30 minutes)
 2. Fax/copy (15 minutes)
 3. Browsing the catalog and checkout (15 minutes)
- Phone, email reference assistance Monday – Friday 9:00am – 5:00 pm
- Curbside pickup
- Continued Wi-Fi
- Returns to drop box encouraged (No fines assessed at this point)
- Continued virtual programming

LIMITATIONS:

- Masks required (may be available - drop after use at designated drop bag at front door)
- Social distancing for staff and public

- Stacks closed to public; browsing by online catalog only
- 1 patron or 1 family at a time in library
- 15-minute time limit (checkout/fax/copy)
- 30-minute time limit (computer use)
- 10-minute wait between computer uses to allow for disinfectant to dry
- No food or drinks brought into the building
- Restrooms not available for use
- Return library items to outside book drop only
- Children must remain with guardian at all times
- Closed on Saturdays
- No Interlibrary loans

SAFETY MEASURES:

- Handling of returns remains same as during Phase I:
- Hand sanitizer available for public
- Entry station for computer lab with instructions:
 1. Use hand sanitizer first
 2. Do not touch computer screen
 3. Let staff know when done so they can clean station before next use
- Masks required for staff and public
- Staff will wash hands repeatedly throughout day
- 6 feet social distancing is to be observed at all times with patrons
- 6 feet social distancing is to be observed at all times with other staff members
- Daily cleaning (CLOSED TO PUBLIC FROM 3:00 pm – 6:00 pm, or TBD):
 1. Clean desktops and countertops (soapy rag and rinse, or disinfectant if available)
 2. Disinfect phones (especially circulation desk phone!)
 3. Change keyboard covers:
 - (i) in computer room
 - (ii) Self-check machine
 - (iii) Catalog machine
 4. Disinfect computer mice
 5. Disinfect table tops at each public computer station
 6. Disinfect arm rests of each chair at computer station
 7. Disinfect circulation desk
 8. Daily disinfect carts of returned library items (after remaining untouched for 72 hours)

Step 2 (Date TBD)

LIBRARY SERVICES:

- Library will be closed to public if only one staff member is present
- 1st hour (10:00 a.m. – 11 a.m.) reserved for at-risk populations
- Open Monday – Friday 10:00am – 3:00 pm or TBD
- Phone, email reference assistance Monday – Friday 9:00am – 5:00 pm
- Continued Wi-Fi
- Computer center open (social distanced; limit ½ hour)
- Returns encouraged (No fines assessed at this point)
- Print, copy, and fax services available
- Phone, email, and in-person reference assistance
- Continued virtual programming:
 1. OverDrive: Ebooks, audiobooks, magazines (all ages)
 2. Kanopy: streaming movies
 3. Databases: Mango Languages, Legal Reference, Freegal Music, Learning Express & more
 4. Facebook activities: guided drawing, soon-to-come storytime & guided crafts
 5. Beanstack app for logging summer reading & activities
- Restrooms may be open if janitorial service resumes

LIMITATIONS:

- Closed Saturday
- Social distancing for staff and public
- Limit number of people in building
- No meetings of more than 10 people
- Patrons will be asked to limit stay to ½ hour
- No food or drinks brought into the building
- No tables, chairs, or sofas available for staying
- No in-person tutoring
- No interactive programming including:
 1. VR, Xbox and Wii
 2. Ball pit, Legos, and toys in Juvenile area
- No in-person Summer Reading Programs
- No volunteers
- No Interlibrary loans

SAFETY MEASURES:

- Remain the same as Step 1 measures

PHASE THREE – FULL REOPENING

- Library will be closed to public if only one staff member is present
- Library services continue with no other restrictions
- Continue and promote virtual programming
- Interlibrary loans resume
- In-person programming resumes
- Scheduled meetings resume
- Return to regular schedule: Monday – Friday 10:00am – 6:00pm
- Reopen on Saturdays (**IF** staff back at full level)
- Discontinue (10:00 am – 11:00 am) hour for at-risk populations
- Chairs and sofas returned to proper areas
- Social distancing signage removed
- Reevaluate need for sanitizing surfaces
- Continue to promote healthy behavior with patrons and staff